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FILED!
RETURN TO
RECORDS MANAGEMENT DIV

Chief, Management Staff

25 July 1956

Chief, O&M Staff (DD/P Area)

25X1A9

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Area Weekly Report for Period 18 July 1956 through 24 July 1956.

1. Accomplishmentsa. T/O's Processed.

	<u>Examiner</u>	<u>Control Number</u>	<u>Org. Element</u>	<u>No. Positions</u>
25X1A9A	<input type="text"/>	(1) MS-922	FE	2
		(2) MS-924	FE	2
		(3) MS-925	NEA	2
		(4) MS-928	SE	1
		(5) MS-929	FE	2
25X1A9A	<input type="text"/>	(6) MS-930	FE	8
		(7) MS-920	NEA	2

b. Other

<u>Examiner</u>	<u>Project</u>
25X1A9A <input type="text"/>	DD/P Records Management Program, Coordination of Agency Regulation in DD/P. Coordination completed, proposed Agency regulation forwarded to Records Management Staff for action.

2. Current Assignments

<u>Examiner</u>	<u>Project</u>
25X1A9A <input type="text"/>	(1) MS 6-44, Administrative Burden at Small Stations
	(2) MS 6-32, Follow-up on National Agency Name Check Project.
25X9A2	(3) MS-888, OC, Supplemental Programs Division T/O, <input type="text"/>
25X1A9A <input type="text"/>	(4) MS 6-42, CS Information Reports Distribution Analysis and Procedures
	(5) MS-1854, Cover Improvements for Staff Employees and Staff Agents Terminal Processing.

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	<u>Examiner</u>	<u>Project</u>	
25X1A9A	<input type="text"/>	✓ (6) MS 6-34, DD/P Reports Management Program.	
		(7) MS-918, WE, Redesignation and Transfer of Position from V to UV, <input type="text"/> Branch.	25X1A8 A
		(8) MS-923, DD/I-FE, Establishment of Position <input type="text"/>	25X1A6 A
		(9) MS-926, FE, Transfer of Headquarters Position from V to UV.	
25X1A8A		(10) MS-932, EL, Establishment of <input type="text"/> Positions.	25X1A8 A
		(11) MS-933, FE, Adjustments to FE, <input type="text"/> T/O, 2 Positions.	25X
		(12) MS-934, TSS, Realignment of FE T/O, <input type="text"/> Positions.	25X ¹ 9A 2
25X1A9A	<input type="text"/>	(13) MS 5-38, T/O System Analysis, Manpower Control.	
		(14) MS 6-30, DD/P Forms Program.	
		(15) MS 6-46, DD/P Business Machines Facilities.	
		(16) MS-914, FI-RI, T/O Adjustments regarding Foreign National Records Training Officers, 3 Positions.	
		<input type="text"/>	25X1A9 A

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